Manual Mail4DSM

Date
March 11, 2014

Why is this helpful to me?

The purpose of this manual is to provide you, the reader, with information regarding the usage of your new Mail4DSM mailbox. This mailbox will be used to provision you with a GRID token that is needed to use the euHReka | People Self-Service application.
1. How to login your Mail4DSM mailbox?

1. Make sure you are connected to the Internet.
2. Launch your web browser.
3. Type the following into the address bar: `http://login.microsoftonline.com`
4. The Office365 Access Login screen displays.

5. At the Sign in screen: fill in the login name you received in your first letter:
   ```
   firstname.lastname@mail4dsm.com
   ```

6. The password that you received in the second letter:
   ```
   <Password>
   ```

7. Click “Sign In” to open the mailbox.

You are presented with the mailbox like the example below: